



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Donna M. Anderson, Treasurer  
National Republican Congressional  
Committee-Expenditures  
320 First St.  
Washington, DC 20003

Identification Number: C00075820

NOV 10 1999

Reference: April Monthly Report (3/1/99-3/31/99)

Dear Ms. Anderson:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Line 6(a) of the Summary Page represents the total cash-on-hand as of January 1, 1999. This figure should be the same on all the reports covering the calendar year. Please amend your report to clarify the change made in Line 6(a).

-On Schedule D of your previous report, you disclosed a debt(s) owed to DSWA, LLC and Federal Express Corporation. This obligation(s), however, has been omitted from this report. Please amend your report to include this debt(s) on Schedule D and Line 10 of the Summary Page. All debts and obligations must be disclosed until extinguished. 11 CFR §104.11

-Schedule D of your report has failed to include certain information. Commission Regulations require the full name and mailing address of each creditor, the outstanding balance at the beginning and end of the reporting period, the amount incurred during the period, the payment made during the period, and the nature or purpose of each debt. Additionally, all debts must be reported continuously until

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extinguished or settled. Please amend your report by providing an adequate purpose for the debts owed to "J&H Marsh & McLennan.. 11 CFR §104.11

-Your EVENT YEAR-TO-DATE calculations for administrative expenses, #313-325-405, #313-325-399, #313-325-418, #325-419, and #313-321 are incorrect. EVENT YEAR-TO-DATE totals for administrative and voter drive costs are derived by aggregating all disbursements during the calendar year for the whole Administrative/Voter Drive category. EVENT YEAR-TO-DATE totals for fundraising, direct candidate support, and exempt activities are derived by aggregating all disbursements during the calendar year within a specific event. These should be calculated by adding the latest disbursement for a category or event to the previous EVENT YEAR-TO-DATE total for that category or event. This running EVENT YEAR-TO-DATE total should be disclosed after each disbursement is listed. Please amend your report by providing the correct EVENT YEAR-TO-DATE totals.

-Please provide the total(s) for all lines on Schedule I of your report.

-Please provide a memo Schedule A to disclose the corporate in-kind contributions disclosed on Schedule H4 of your federal report. Pursuant to Advisory Opinion 1992-33, Schedule I should include the full in-kind contribution amount received by the nonfederal account with a supporting memo Schedule A that itemizes the contributor's identification.

In addition, please be advised that the total amount of the contributions" should be disclosed on Line 5 of Schedule I for "other disbursement with a notation reference to the memo Schedule A.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within

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fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

*Andrea S. Wilkens*

Andrea S. Wilkens  
Reports Analyst  
Reports Analysis Division

